



BRIDGEWATER PRIMARY SCHOOL

GOVERNOR EXPENSES POLICY

1 INTRODUCTION

1.1 Governors and Associate Members may claim expenses for attendance on approved duties. The scheme will apply equally to all governors, but it is open to any individual to choose whether not to claim. The expenses that may be claimed are in 5 categories: *travel, subsistence, childcare, specific needs and other needs.*

1.2 The following are recommended as approved duties:

- *properly convened full Governing Body meetings*
- *properly convened Committee meetings of the Governing Body*
- *other duties designated by the Governing Body, e.g. acting as a member of a panel approved by the Governing Body for long/short listing/interviewing candidates for a staff appointment.*
- *Governors' formal visits to the school will not qualify.*
- *Casual visits to the school do not qualify*

2 TRAVEL EXPENSES

2.1 Travel expenses may be claimed where the distance between the governor's home and the school is greater than *10 miles and does not exceed 20 miles.* [*The Headteacher and any governor / Associate member who is employed at the school will not be eligible to claim unless an additional return journey has been made to attend.*]

2.2 For journeys outside Northamptonshire, payments will only be made for specific duties which have prior approval by the Governing Body.

2.3 All payments are on the basis that the journey was undertaken and if governors share transport, only the provider can claim.

2.4 Governors may claim:

- mileage allowance at 40p per mile for the first 10 miles and 20p per mile thereafter. Motorcycles – 19p per mile.
- the actual cost of public transport (including bus and train fares)
- the cost of car parking

3 SUBSISTENCE ALLOWANCES

3.1 Subsistence allowances are not attendance allowances, the payment of which would be unlawful. Governors may claim subsistence for attendance on the following approved duties (see 1.2 above) in accordance with the scale laid down by the Governing Body:

- *Governor training organised and approved by the Governing Body*

3.2 To qualify, an approved duty must exceed *four hours* and the governor must incur out of pocket expenses.

3.3 Some governing bodies have refreshments provided on a group basis. This is not affected, but no subsistence may be claimed where refreshments are provided free (i.e. when the governors do not contribute to the cost).

4 CHILDCARE / DEPENDENT RELATIVE SERVICES

4.1 Governors may claim an allowance for childcare or dependent relative services costs incurred on approved duties (see 1.2 above). The allowance will be the actual expenses incurred to a maximum of £5.00 per hour . The governors are unable to accept a request for payment to a current / former spouse or partner or other responsible person normally resident in the family home.

The Governing Body will pay up to £ 100 per annum in this category of allowance.

5 SPECIFIC NEEDS

5.1 Governors may claim an allowance for costs relating to specific needs incurred on approved duties (see 1.2 above).

These may include

- support for the cost of a signer
- audio equipment
- Braille transcription

The Governing Body will pay up to £ 50 per annum in this category of allowance.

6 OTHER NEEDS

6.1 Governors may claim an allowance for costs relating to other needs (for example where their first language is not English). These may include

- translation of documents

6.2 The Governing Body will pay up to £50 per annum in this category of allowance.

7 MISCELLANEOUS

7.1 Governors may claim for the following costs incurred in carrying out their duties.

- telephone charges
- postage

Stationary and photocopying are provided at the school please contact the Office Manager or School Business Manager at the school who will assist with these facilities

7.2 The Governing Body will pay up to £30 per annum in this category of allowance.

8 CLAIMING

8.1 The claimant should complete and sign a Claim Form (Appendix A) and pass it to the Chair to the Governing Body for approval. Receipts / tickets are required for car park fees, public transport, taxis and child-minding/baby sitting or dependent relatives' services.

The Chair is responsible for:

- verifying entitlement to the claim (i.e. that the claim relates to approved duties and that the claimant did attend)
- affirming that the claim seems reasonable
- certifying the claim and forwarding it to School Business Manager for payment
- maintaining a record of claims which helps the Governing Body to exercise budgetary control and meet any requirement to report information about expenditure on governors' expenses

8.3 Unless substantial sums are involved, governors should claim termly in arrears.

Reviewed by the Finance and General Purpose Committee on 17th October 2017

Ratified by the Full Governing Body on 1st November 2017

Signed: _____ **Date:** _____

**Mary Kay,
Chair of Governing Body**



Appendix A:

GOVERNOR EXPENSES CLAIM FORM

Name	
Address	
Post code	
Claim period	

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed:		Date	
----------------	--	-------------	--

Expenses for:	Amount claimed (£):
Child Care/Babysitting	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for governors whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training	
Telephone charges (must be supported by itemised bill)	
Postage	
Other (please specify below):	
Total claimed:	

This claim has been approved and authorised for payment by the Chair / Vice Chair of the Governing Body:

Signed:		Date	
----------------	--	-------------	--

